



Title: I, Payroll/Personnel Manual

Chapter:

Bulletin: Title I, 09-15, Increase In Federal Minimum Wage

Date: July 29, 2009

To: Holders of Payroll/Personnel Manual

Effective July 24, 2009, the minimum wage increased from \$6.55 per hour to \$7.25 per hour. This change is in accordance with the Fair Minimum Wage Act of 2007 and the Small Business and Work Opportunity Act of 2007, as contained in the U.S. Troop Readiness, Veterans' Care, Katrina Recovery, and Iraq Accountability Appropriations Act of 2007 (Public Law (P.L.) 110-28 dated May 25, 2007). Additional information on this authorization can be found on the Office of Personnel Management's (OPM) website at <http://www.opm.gov/oca/compmemo/2007/2007-07.asp>.

To implement this change, the National Finance Center (NFC) is updating the appropriate Table Management System tables to reflect the new minimum value effective July 24, 2009. Agencies will need to process an appropriate pay adjustment action effective July 24, 2009, for any employee who is currently being paid less than \$7.25 per hour. Agencies should reference OPM's Guide to Processing Personnel Actions in determining the appropriate nature of action and authority to be used to process this change. If the authority for an employee's situation requires the citation of an actual authority "P.L. 110-28 dtd 5-25-07" would be appropriate.

Please note that the July 24, 2009, effective date is a Friday, in the middle of Pay Period 15. Therefore, Human Resources offices will need to work with the timekeeper of any affected employee to ensure that a split T&A is submitted for affected employees in Pay Period 15. The first half of the split T&A will cover days 1 through 5 (1st Sunday through 1st Thursday) and the second half of the split T&A will cover days 6 through 14 (1st Friday through 2nd Saturday). Splitting the T&A is required so that the time paid on the first half is paid at the employee's old rate while any time recorded on the second half is paid at the employee's new rate.

Please refer questions about processing payroll documents to the Payroll/Personnel Call Center at **504-255-4630** or the *EmpowHR* Help Desk at **1-888-367-6955**.

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